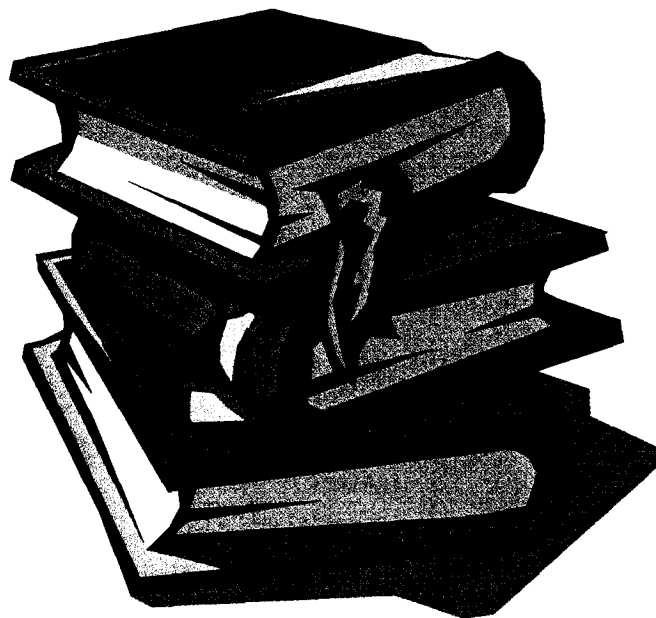


**AGREEMENT**  
**Between**  
**CLINTON COMMUNITY SCHOOL**  
**DISTRICT**  
**And**  
**CLINTON EDUCATION**  
**ASSOCIATION**



**2006-2007**

## TABLE OF CONTENTS

<b>PREAMBLE .....</b>	<b>1</b>
<b>ARTICLE 1: BASIC AGREEMENT PROVISIONS.....</b>	<b>2</b>
SECTION 1: RECOGNITION .....	2
SECTION 2: PROCEDURE FOR NEGOTIATIONS .....	2
SECTION 3: GRIEVANCE PROCEDURE.....	3
SECTION 4: DUES DEDUCTION.....	6
SECTION 5: OTHER PAYROLL DEDUCTIONS .....	7
SECTION 6: COMPLIANCE CLAUSES AND DURATION .....	7
<b>ARTICLE II: SALARY AND BENEFITS.....</b>	<b>9</b>
SECTION 1: WAGES AND SALARIES .....	9
SECTION 2: SUPPLEMENTAL PAY .....	11
SECTION 3: INSURANCE.....	12
<b>ARTICLE III: LEAVES.....</b>	<b>14</b>
SECTION 1: SICK LEAVE.....	14
SECTION 2: TEMPORARY LEAVES OF ABSENCE .....	16
SECTION 3: EXTENDED LEAVES OF ABSENCE .....	18
SECTION 4: SABBATICAL LEAVES .....	19
SECTION 5: OTHER PROVISIONS.....	20
SECTION 6: OTHER LEAVES.....	21
<b>ARTICLE IV: BASIC EMPLOYMENT CONDITIONS.....</b>	<b>21</b>
SECTION 1: EMPLOYEE WORK YEAR.....	21
SECTION 2: EMPLOYEE HOURS AND LOAD .....	21
SECTION 3: STAFF REDUCTION.....	24
SECTION 4: HEALTH PROVISIONS.....	28
SECTION 5: SAFETY PROVISIONS .....	28
<b>ARTICLE V: PERSONNEL POLICIES &amp; PRACTICES .....</b>	<b>29</b>
SECTION 1: PROCEDURES FOR FORMAL EVALUATION OF LICENSED TEACHERS .....	29
SECTION 2: VOLUNTARY TRANSFER .....	32
SECTION 3: INVOLUNTARY TRANSFER .....	32
SECTION 4: SENIORITY PROVISIONS .....	33
SECTION 5: IN-SERVICE TRAINING.....	33
<b>ARTICLE VII: SCHEDULES &amp; FORMS .....</b>	<b>35</b>
<b>GRIEVANCE FORM .....</b>	<b>35</b>
<b>LEVEL I.....</b>	<b>35</b>
<b>GRIEVANCE FORM .....</b>	<b>36</b>
<b>LEVEL II.....</b>	<b>36</b>
<b>GRIEVANCE FORM .....</b>	<b>37</b>
<b>LEVEL III .....</b>	<b>37</b>
<b>APPENDIX "C" .....</b>	<b>38</b>
<b>TEACHER SALARY SCHEDULE.....</b>	<b>38</b>

### **PREAMBLE**

The Board of Directors of the Clinton Community School District, hereinafter referred to as the "Board", and the Clinton Education Association, hereinafter referred to as the "Association", recognize that the aim of the public schools is to provide a quality education program for children and youth of the school district.

Whereas, the parties have reached certain understandings which they desire to confirm in this agreement, it is agreed as follows:

## **Article 1: Basic Agreement Provisions**

### **SECTION 1: RECOGNITION**

#### **A. Unit**

The Board hereby recognizes the Association as the certified, exclusive and sole bargaining representative for all eligible certified professional personnel, as set forth in the Public Employment Relations Board, hereinafter referred to as "PERB" certification instrument (Case No. 207) issued by the PERB on the 19th day of May, 1975 and certified in an election on September 3, 1975.

The unit described in the above certification is as follows: Included: classroom teachers, including but not limited to those with the following title: department head, special education teacher, specific learning disabilities teacher, Title 1 teacher, LRC Directors, guidance counselors, TEP (Talent Enrichment Program) and nurses.

Excluded: superintendent, director of human resources, curriculum director, athletic director, principals, assistant principals, elementary art and music coordinators, non-professional employees, and all other persons excluded by section 4 of the Public Employment Relations Act.

### **SECTION 2: PROCEDURE FOR NEGOTIATIONS**

#### **A. Requests for Meetings**

The Board and the Association agree to meet at reasonable times and places for the purpose of negotiating and seeking agreement. The initial request from the Association for negotiation meetings shall be made in writing to the President of the Board or his/her designated representative. Requests from the Board shall be made in writing to the President of the Association or his/her designated representative. Meetings shall be arranged by designated representatives of the parties.

#### **B. Amendments**

Amendments to this contract may be made during the period this contract is in force if both parties mutually agree to negotiate upon such items. Such requests from the Association shall be made in writing to the President of the Board or his/her representative. Requests from the Board shall be made in writing to the President of the Association or his/her representative. At least one meeting shall be held so the party requesting the amendment may have the opportunity to present a persuasive case for the need to negotiate.

#### **C. Access to Information**

The Board agrees to make available upon request of the Association regularly and routinely prepared information concerning the financial condition of the school district including the annual financial report and the adopted budget. In addition the Board and the Administration will grant reasonable requests for other readily available and

pertinent information which is relevant to negotiations and/or the processing of grievances.

### **SECTION 3: GRIEVANCE PROCEDURE**

#### **A. Definitions**

##### **1. Grievance**

A grievance is a claim by an employee or the Association that there has been a violation, misapplication, or misinterpretation of any provision of this agreement.

##### **2. Aggrieved Person**

An "aggrieved person" is the person or the Association making the complaint.

#### **B. Procedure**

##### **1. Time Limits**

The number of days indicated at each level should be considered as a maximum and reasonable effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

##### **2. Principal or Immediate Supervisor (Informal)**

An employee with a grievance shall first discuss it with his/her principal or immediate supervisor, with the objective of resolving the matter informally. Said discussion must take place within the school building and shall take place outside student contact hours.

If, as a result of the informal discussion with the principal, it is deemed that the grievance is beyond the authority of the principal, the grievant may, with the approval of the CEA proceed directly to Level II, Superintendent. If the Superintendent rules that the grievance is within the authority of the principal, the superintendent shall, within five (5) school days of receiving the grievance, return it to the principal for disposition, with notification to the grievant and to the CEA. The time required for the superintendent's action shall not be counted against the time allotted for processing the grievance at Level I.

##### **3. Level One - Principal (formal)**

If, as a result of the informal discussion with the principal or immediate supervisor, a grievance still exists, the employee with the grievance shall within twenty (20) school days after the alleged violation has taken place or within twenty (20) school days after a person could reasonably be expected to have been aware of the alleged violation, invoke the formal

grievance procedure hereinafter set forth by submitting the form in Schedule A. The grievance form shall be available from the Association representative in each building and said form when completed and submitted shall be signed by the grievant. A completed copy of the grievance form shall include the nature of the grievance, the specific paragraph(s), section(s) and/or article(s) of this agreement allegedly violated, and the specific relief sought. The grievance form shall be filed in person with the appropriate principal or immediate supervisor. If the grievance is not filed within the appropriate time limits, the grievance shall be deemed settled at the informal level. The principal, or immediate supervisor, and the grievant shall meet within six (6) school days after the grievance has been filed at level one with the goal of solving the problem. The grievant may be accompanied by one additional person of his/her choice at this meeting. The principal or immediate supervisor may select one additional person of his/her choice to attend this meeting. The principal, or immediate supervisor, shall indicate his or her disposition of the grievance in writing within six (6) school days of the level one meeting. A copy of the written response shall be given to the aggrieved person and a copy sent to the President of the Association.

4. Level Two - Superintendent

If the aggrieved person is not satisfied with the disposition of the grievance at level one, or if no disposition has been made within six (6) school days of the meeting at level one, the grievance shall be transmitted to level two. This shall be done by filing a copy of the original grievance form with the Superintendent, or his/her designated representative, within ten (10) school days after receipt by the grievant of the disposition of the grievance at level one, or within ten (10) school days after the answer was due. The grievant shall give reasons for the dissatisfaction with the proposed settlement in writing. Any grievance which is not carried to level two within ten (10) school days after the answer was due, will be deemed settled on the basis of said answer.

The Superintendent, or his/her designee, shall meet with the grievant within ten (10) school days of receipt of the grievance. This meeting shall be private. Persons who may be included in the meeting include the grievant and the person being grieved against. Each party shall be entitled to no more than two (2) representatives if he/she wishes. Other persons may be included in the meeting by mutual agreement. Within ten (10) school days of the meeting the Superintendent, or his/her designee, shall indicate his/her disposition of the grievance in writing and shall furnish a copy thereof to the aggrieved person and the President of the Association.

5. Level Three - Arbitration

- (a) If the aggrieved person is not satisfied with the disposition of the grievance by the superintendent or his/her designee, or if no disposition

has been made within ten (10) school days of the meeting, the grievant may, with the approval of the Association, submit the grievance to arbitration. The request for arbitration must be submitted within ten (10) school days of the receipt of the answer filed by the Superintendent, or his/her designee, or from the last day the answer was due.

- (b) Any grievance which is not carried to step three within the time limit indicated in 5(a) shall be deemed settled on the basis of said answer.
- (c) If a grievance is to be carried to arbitration the aggrieved person shall submit the grievance by sending written notification on the approved form to the Superintendent, or his/her designated representative, stating that the decision of the Superintendent, or his/her designated representative, was unsatisfactory and the reasons for the dissatisfaction.
- (d) Within ten (10) school days after submission to arbitration, the Superintendent and the President of the Association, or their designees, shall attempt to agree on a mutually acceptable arbitrator and to obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a written request by either party for a list of arbitrators shall be made to the Public Employment Relations Board (PER Board). The list shall consist of five (5) arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. Names shall be removed alternately by the parties until one name remains. Within five (5) days the parties shall select an arbitrator from the list submitted.
- (e) The arbitrator shall hold hearings promptly and render decision within fifteen (15) school days from the close of the hearing(s). The arbitrator shall have no power to alter, change, detract from or add to the provisions of this agreement to the settlement arising hereunder.
- (f) The decision of the arbitrator shall be final and binding, shall be reduced to writing, and each party shall be furnished a signed copy thereof.
- (g) The costs for the services of the arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

## C. Miscellaneous

### 1. Time Schedule for Grievance

All formal grievance hearings will take place outside school hours unless otherwise mutually agreed.

### 2. Association Grievance

- (a) The Association may initiate a grievance at level two within twenty (20) school days after the alleged violation takes place or within twenty (20) school days after the Association could reasonably have been expected to be aware of the alleged violation.
- (b) A grievance initiated by the Association shall be processed and carried forward by the Association president or his/her designee.

3. Summer

In the event a grievance is not completed within the school year, the Superintendent and the grievant may mutually agree to continue the matter until the next school year. In the event that no mutual agreement to extend is reached the grievance shall continue as set forth herein with school days interpreted to mean central office work days.

#### **SECTION 4: DUES DEDUCTION**

A. Authorization

Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment form authorizing payroll deduction of regular United Teaching Profession dues. The form of the assignment shall be set forth in Schedule E. The Association has the responsibility for collecting dues authorization forms and providing an alphabetical list of employees for whom dues are to be deducted indicating the amount to be deducted. These forms and the above mentioned list are to be presented to the business office by October 3 of each year.

B. Regular Deduction

Pursuant to a deduction authorization, the Board shall deduct one-ninth (1/9) of total dues from the regular salary check of the employee each month for nine (9) months, beginning in October and ending in June of each year. New employees who start after October 3 may have their dues deducted and pro-rated on the remaining full months of employment (through June) provided that they present their dues deduction authorization cards to the business office prior to the time that their payroll information has been completed.

C. Duration

The authorization for dues deduction shall continue in effect from year to year unless revoked by the employee in writing by a thirty (30) day notice to the Board and the Association.

D. Transmission of Dues

The Board shall transmit to the Association the total monthly deduction for professional dues within ten (10) days following each regular pay period. A listing of the employees



for whom authorizations for dues deductions were received and for whom no deduction was made, and the reason(s) for not having deducted their dues will be transmitted with the monthly deduction.

E. Hold Harmless

The association agrees to hold harmless the Board, each individual Board member, all administrators and business office employees against any and all claims, costs, suits or other forms of liability and all court costs arising out of reasonable application of the provisions of this action.

## **SECTION 5: OTHER PAYROLL DEDUCTIONS**

Upon appropriate authorization from the member of the bargaining unit, the Board shall deduct from the salary of any member and make appropriate remittance for tax sheltered annuities, United Way, district related and mutually agreed upon group insurance coverage, savings bonds, ISEA Credit Union, or any other plans or programs jointly approved by the Association and the Board.

## **SECTION 6: COMPLIANCE CLAUSES AND DURATION**

A. Separability

Should any article, section or paragraph of this agreement be declared illegal by a court of competent jurisdiction, or if it should be overturned by an act of a legislative body, then that article, section or paragraph shall be deleted from this agreement. In such an event said article, section or paragraph shall become subject to renegotiation at the request of either party. Nothing herein shall prevent either party from appealing an unfavorable court decision and no requirement to negotiate shall exist until either party has exhausted all legal remedies available to it in the event that either party chooses to pursue such legal remedies.

B. Printing Agreement

Copies of this agreement will be printed at Board expense and a copy provided for each member of the bargaining unit.

C. Notices

Whenever any notice is required to be given by either of the parties to this agreement to the other, pursuant to provision(s) of this agreement, either party shall do so by letter at the following designated addresses, or at such addresses as may be designated by a party in written notification to the other party:

1. If by Association to Board, c/o Board President, Roosevelt Administration Offices.
2. If by Board to Association, c/o current president, CEA.

D. Duration Period

This agreement shall be effective July 1, 2006 and shall continue in force through June 30, 2007.

E. Effect of Agreement

The Board and the Association mutually agree that the terms and conditions set forth in this contract and its amendments, if any, represent the full and complete understanding and commitment between the parties.

F. Signature Clause

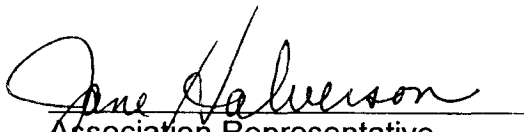
In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 19 day of May 2006.

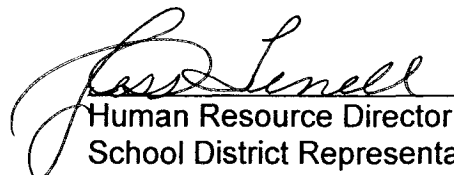
CLINTON EDUCATION ASSOCIATION

  
Association President

CLINTON COMMUNITY SCHOOL

  
Board President

  
Association Representative

 5/18/06  
Human Resource Director  
School District Representative

## **Article II: Salary and Benefits**

### **SECTION 1: WAGES AND SALARIES**

#### **A. Schedule**

The salary schedule index for the Clinton Community Schools is set forth in Article VII, Appendix C.

#### **B. Placement on the Salary Schedule**

1. Members of the bargaining unit employed during the previous school year are properly placed on the salary schedule index and advancement on future salary schedule indexes shall be from that placement.
2. New employees, including those returning to employment with the district as of the school year beginning July 1, shall be placed on the salary schedule according to the following criteria:
  - a. training from accredited colleges and/or universities approved by the Superintendent and/or his/her designee,
  - b. experience which includes teaching and/or other appropriate experience in approved public and private elementary or secondary schools prior to employment in Clinton and may include other work experiences and military service when deemed appropriate by the Superintendent/designee. Experience granted for work fifteen years prior to July 1<sup>st</sup> of the current year shall be computed as two years work equals one year experience on the salary schedule index. Incidental substitute teaching will not be counted as experience. Partial years experience will be accumulated to the equivalency of full years experience and, if the final fractional year of accumulated experience is  $\frac{2}{3}$  of a contract year or more, rounded to the next whole year of accumulated experience.
  - c. No fractional portion of either an experience or training step will be granted.

#### **C. Advancement on Salary Schedule**

1. Employees shall advance one (1) experience step, if the prior year was a full year of experience or if the final fractional year of accumulated experience is two-thirds ( $\frac{2}{3}$ ) of a contract year or more.

Credit for years of experience will be granted as of the first day of class each school year. Experience that would qualify the teacher for advancement after classes begin will be applied to the contract for the following year.

2. Extended contract experience or experience as a substitute will not be recognized in computing experience.
3. New contracts, which reflect a lane change, will be issued through October 15<sup>th</sup> when a transcript is provided to the Superintendent or designee that verifies the employee was eligible to receive such a contract by the start date for the new school year. Retroactive pay would be included in the paycheck the month following district receipt of the transcripts. Transcripts received after October 15<sup>th</sup> will be utilized to determine a lane change for the following school year.
4. No fractional portion of either an experience or training step will be granted.

D. Method of Payment

1. Each employee shall be paid in ten (10) or twelve (12) equal installments on the sixteenth (16th) day of each month. A survey will be taken each year to allow the employee to select the method of payment he/she wishes. If an employee elects to be paid over ten (10) months, the first payment will be made on September 16 with the last being made on June 16. Employees shall receive their checks at their regular buildings and on regular school days.
2. To be eligible for pay, employees must provide the Superintendent or designee the following:
  - A valid Iowa teaching certificate
  - A current Child Abuse Dependent Adult Training Certificate
  - Evidence of current Blood Borne Pathogen training
  - A completed Physical Form
  - Official transcripts
  - Other requirements that may be mandated by the Department of Education or current laws
3. When the pay date falls on or during holidays, vacation or weekends, employees shall receive their paychecks on the last previous working day.
4. Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee or deposited in the local bank designated by the employee.

E. Moving Expense

New employees who move to Clinton from outside the Clinton Community School District to accept employment will be allowed up to \$200 actual cost for moving household goods per family. When another member of the family also receives a moving allowance, the total amount of the payment from all employer sources shall not exceed the cost of the move.

F. Supplemental Moving Expenses

In addition to the benefits provided in Article II E, above, a one-time supplemental moving expense up to five percent (5%) of the BA base salary may be provided to a new employee at the discretion of the Superintendent.

**SECTION 2: SUPPLEMENTAL PAY**

A. Extra Compensation Index

The extra compensation index for the Clinton Community Schools is set forth in Article VII, Schedule B.

B. Extra-Curricular Activities

Compensation for approved extra-curricular activity duty shall be determined using the extra compensation index. If a member is assigned only a part of a duty the index may also be assigned in part. Obligation for duty included in the extra compensation index shall be part of the regular teaching contract.

If a member of the bargaining unit other than an extra-curricular athletic coach covered by Iowa Law 279.19A wishes to be relieved of his/her obligation for extra duty, he/she must discuss his/her wishes with his/her immediate supervisor. When such extra duty becomes available during the school year, notification will be made through The Vision or through the Staff Bulletin. Effort will be made to replace a person no longer wishing the obligation for such an extra duty. The replacement must be satisfactory to the Board. The Board retains the right to assign such duty.

C. Expenses of Traveling Employees

1. When a teacher is required by their job assignment to be in more than one school building during the regular school day, a mileage allotment equal to that set for state employees will be paid for necessary travel between buildings after the arrival at work and prior to leaving work. Such payment will be determined annually to the nearest \$5 and paid quarterly based upon verified statements as to the amount of school business miles driven. Other mileage may be granted for authorized travel at the rate as determined above.
2. When the automobile of a school employee is used on authorized school business, the Board shall carry excess liability insurance beyond the basic liability insurance carried by the owner of the auto.

D. Effective Date of Supplemental Pay Increases

Supplemental pay increases for activities occurring during the summer shall be effective at the beginning of the activity.

## SECTION 3: INSURANCE

### A. Types

The Board agrees to provide all full-time employees fully paid life, dental and disability insurance. The Board also agrees to pay the cost of a single health insurance plan or \$1,114 per month towards the family insurance plan for the duration of this agreement, however it will not participate in payments that result in providing an employee's family with two (2) family health plans. The employee will pay \$30.00 per month toward family health insurance coverage. An exception in which the district will provide \$1,114 per month for a family health plan is when the spouse has mandatory family health coverage as a condition of employment. The employee must request family health coverage and shall be responsible for providing the district with written verification of the spouse's mandatory family health insurance coverage.

The Board will provide said employee single or \$1,114 per month towards family coverage subject to the eligibility requirements established by the insurance carrier in its contract with the Board.

Part-time employees who work thirty (30) hours per week or more but less than full time, shall have the opportunity to participate in the district health insurance program. The Board will pay one-half (1/2) the single premium each month.

If the employee wishes to change insurance for reasons other than those mentioned above, the family member(s) must be accepted by the insurance carrier before the Board will provide the coverage. If the insurance carrier unilaterally discontinues a benefit, the employer will not be expected to provide that benefit.

#### 1. Health and Major Medical

Each eligible employee and his/her family members shall be covered by a health and major medical program paid for, or partially paid, for by the Board (as stated above) that meets the following minimum specifications:

The coverage is listed in the Clinton Community School District's Group Medical Plan document.

#### 2. Life

Each eligible employee shall be covered by a term life insurance program paid for by the Board that provides a minimum death benefit of \$20,000 double for accidental death. Dismemberment; \$10,000 for loss of one hand, foot or sight in one eye; \$20,000 for loss of more than one of the above.

#### 3. Disability Income Benefits

Each eligible full-time employee shall receive sixty-six and two-thirds (66-

2/3) percent of contract monthly salary, limit \$3,000, payable to age sixty-five (65) minimum monthly payment of \$50, maximum of \$2,000. The elimination period shall be ninety (90) calendar days or the period of time necessary to exhaust the employee's accumulated sick leave, whichever is greater.

4. Dental

The Board will pay the cost of the full single dental plan. The employee will have the option to purchase family dental coverage provided the requirements set forth by the insurance company can be met. The Board paid cost of a single policy may be applied toward the cost of a family policy.

B. Coverage

The Board provided insurance programs for full time employees (health, life, LTD, and single dental) shall be for twelve (12) consecutive months (beginning September 1 and ending August 31 of each year.) Employees new to the district shall be covered by Board provided insurances the first day of the month following the first day of work.

C. Pro-Rated Insurance Benefits

Except when other provisions of the contract apply, employees who are granted voluntary, unpaid leave will receive pro-rated insurance benefits. Insurance benefits shall include health and accident insurance, dental insurance and life insurance. The number of months of unpaid insurance benefits will be determined by the formula:

$$(\text{Number of days of voluntary, unpaid leave during the contract year} / \text{number of contract days}) \times 12.$$

The resulting decimal value will be rounded down to the previous whole number.

An employee taking such leave and having one or more months of unpaid single health and accident insurance, dental insurance and life insurance benefits must still participate in the district's insurance program for the entire, current contract year by paying his/her premium for each month of unpaid insurance benefits in advance at the district business office. The business office will notify the employee of the amount of each payment and when the payment is due.

D. Descriptions

The Board shall provide each employee a description of the insurance coverage provided on receipt of the materials from the carriers.

**SECTION 1: SICK LEAVE**

**A. Accumulative Benefits**

Employees who are employed on an annual basis will be allowed to accumulate 15 days sick leave per year. Eligibility for sick leave for the school year will begin once an employee works a full contract day as defined in Article IV, Section 1, A. 1. Unused sick leave will accumulate from year-to-year with the maximum allowable accumulation being 180 days, including time for the current year. Sick leave will not be granted in units of less than one-half (1/2) day. When a member of the bargaining unit returns from long-term disability leave after the regular school year begins, he/she shall be assigned a minimum of five (5) days sick leave or five (5) days for each full trimester remaining in the school year.

Two days of sick leave will be granted for summer school teaching on contracts of four (4) or more weeks. Accumulated sick leave may be used during summer school teaching and sick leave granted for summer school teaching may be accumulated with other sick leave to a total of 180 days.

If the employee's doctor is of the opinion that surgery may be postponed or delayed until a vacation period, without injury or risk to the health or well-being of the employee, then the employee shall not be entitled to sick leave for such surgery.

**B. Part-time Employees**

A regular employee employed for a portion of a day, or a person employed for a designated portion of the school year, not less than 4 months, shall be entitled to pro-rated sick leave and credit for accumulated pro-rated sick leave proportionate to the portion of the year or day that such employee is employed by the district.

**C. Unpaid Leave**

An employee who is unable to work because of personal illness or disability, and who has exhausted all sick leave available, shall be granted an unpaid leave for the remainder of the current school year or any part thereof. The Board will continue coverage of fringe benefits up to the end of the contract year. If the employee is unable to return to work at the beginning of the next school year and

1. has worked more than twenty (20) days during the first year of absence, an additional unpaid leave of 93 days or any part thereof shall be granted upon written application of the employee, if possible, and the recommendation of the employee's physician. (The Board may request a second opinion at its expense.) If the employee is on unpaid leave at the end of the school year, the Superintendent shall notify the employee of the need to make application for an additional 93 days. Superintendent's notice to the employee shall be made prior to July 1 and the written application for an additional 93 days of leave shall be submitted by the



employee prior to August 1.

2. has worked twenty (20) days or less during the first year of the absence, the employee will be offered a contract at the regular time. If the employee signs the contract, he/she will be required to provide a statement from his/her family doctor by August 1 indicating whether or not his/her health will permit him/her to start the school year. If the person cannot start the school year, this statement should indicate when he/she could be available. If this person cannot return to work on a regular basis prior to the end of the first trimester, the contract will be terminated.
3. Prior to the beginning of the contract year, an employee may request a one year medical leave for personal illness or disability provided that the employee's physician submits to the Superintendent or designee a written determination of need for said leave. If such leave is requested and granted, the employee agrees not to return during the term of the school year for which such leave is granted.

Unless rejected by the insurance carrier, the employee will be allowed to continue his/her insurance benefits during the period of this unpaid leave by paying the premium in advance at the school business office. The employee will not lose accrued benefits but there will be no added accumulation of sick leave, seniority, salary schedule advancements, or other benefits while on leave.

D. Employees Who Leave District

Employees who leave district employment will have the accumulated sick leave restored by action of the Board if they return to the district within two (2) years.

E. Immediate Family

Time not to exceed ten (10) days in any one year, may be used in case of serious illness in the immediate family of the employee.

At the Superintendent's discretion, additional days may be granted in the case of catastrophic illness. Time off shall be charged to the employee's sick leave.

F. Bonus Pay

If an employee is not absent for any reason, with the exception of professional leave, association leave, or jury duty the employee shall receive a bonus of \$400.

## SECTION 2: TEMPORARY LEAVES OF ABSENCE

### A. Personal Leave

Upon request, each bargaining unit member will be allowed two (2) days leave with pay each school year for personal purposes. Eligibility for personal leave for the school year will begin once an employee works a full contract day as defined in Article IV, Section 1, A. 1. Unused personal leave will accumulate to a maximum of three (3) days. Requests for such leave shall be submitted on the proper form at least five (5) days in advance. The request shall be submitted to the employee's immediate supervisor for acknowledgment and forwarded to the Superintendent or his/her designee. If the requested leave represents an emergency situation for the employee, the Superintendent may waive the five (5) day requirement. The approval of leave requests will be subject to the ability of the district to provide a substitute.

Personal leave requests during pre-school work (workshop) day(s), the first five (5) days of classes, inservice days, the last five (5) days of classes, the work (workshop) day(s) at the conclusion of the school year, or a school day to extend another leave will be granted only if deemed appropriate by the Superintendent.

Personal leave will not be granted in increments of less than one-half (1/2) day.

The maximum number of employees per building per day shall be as follows:

Bluff	3	Lincoln	2
Elijah Buell	2	Washington	3
Horace Mann	2	Whittier	3
Jefferson	3	Clinton High	6
Lyons	3		

If the requested leave represents an emergency situation for the employee, the Superintendent may waive the per building limitation.

When the number of leave requests exceeds the number which can be approved, leave requests will be honored on a first submitted, first approved basis.

If the employee does not use personal leave day or days, the District will pay the employee for the unused day(s). These day(s) will no longer remain available after the employee receives pay for them. The employee must request in writing by May 15<sup>th</sup>, the specific number of unused day(s) for which he/she wants to receive pay. Payments will be made in the June paycheck. Following is the rate of pay for unused personal day(s):

One (1) day	\$100.00
Two (2) days	\$250.00
Three (3) days	\$450.00

B. Jury and Legal

Any employee called for jury duty during school hours or who is required by subpoena or other order of the court to appear in any judicial proceeding, or who shall be asked to testify in any arbitration matter by the Board of Education shall be provided the necessary time. Any fees or remuneration, excluding travel and other reimbursed expenses, the employee received during such leave shall be transmitted to the Clinton Community School District.

C. Association

The Association shall be allocated a total of twenty (20) days per year to allow representatives of their organization to attend meetings, conferences or seminars sponsored by the Iowa State Education Association, National Educational Association or Public Employee Relations Board conducted on a state-wide basis. The Board of Education will pay the cost of the substitute for the first seventeen (17) days. The Association will pay the substitute for days eighteen (18) through twenty (20). A ten (10) day notice should, when possible, be given containing evidence of Association approval. This notice shall be submitted through the office of the principal to the Superintendent of Schools prior to use of this leave. The administration reserves the right to deny the request(s) for Association Leave if such absence would cause substantial disruption to the educational program.

D. Professional

Professional leave shall be granted by the Superintendent within the constraints of the line items for professional leave in the annual budget. Granting of individual requests will be at the discretion of the Superintendent or his/her designee according to the following guidelines.

1. First consideration shall be given representatives of subject areas and topics currently under study and of vital concern to the various curriculum study committees.
2. Second consideration will be given to those making application for representation at a conference, workshop or school unit. These applications may originate with a department, study committee, curriculum committee, or building principal.

Applications for professional leave shall be submitted to the immediate supervisor of the member of the bargaining unit and must be forwarded with his/her recommendation, to the superintendent or his/her designee.

E. Bereavement

1. Up to five (5) days emergency leave at full pay will be allowed in case of death in the immediate family. Immediate family shall include the employee's spouse, child (including foster and step), parent (including foster and step), son-in-law, daughter-in-law, father-in-law, mother-in-law,

brother, sister, brother-in-law, sister-in-law, grandfather, grandmother, grandchild and any other member of the immediate household. This leave will not be charged to sick leave.

2. One (1) days leave will be granted in the event of the death of a friend or relative outside the employee's immediate family as defined above. Up to one (1) additional day will be allowed if the funeral is held more than one hundred eighty (180) miles from Clinton and travel necessitates an additional day. Such allowance for funerals shall not exceed three (3) days in any one year. This leave shall be charged to sick leave.
3. In the event of the death of an employee or student in the Clinton Community School District, the principal or immediate supervisor, with the approval of the Superintendent, may grant the appropriate number of employees up to one-half day off to attend the funeral with pay.
4. Bereavement leave may be used during the term of an extended contract.

F. Adoption Leave

Leave will be granted upon request to the Superintendent for the purpose of attending to the details of adopting a child. This leave shall not exceed five (5) days per occurrence per school year, shall be with pay and shall be charged to sick leave.

G. Other Leaves

Other temporary leaves may be granted without pay upon approval of the Superintendent or his/her designee. Request for such leave shall be submitted to the Superintendent six (6) days prior to the date of the leave if possible. Such leave will not be granted in units of less than one-fourth (1/4) day.

The salary of the person requesting the unpaid leave will be reduced by 1/186th per day of leave. When the person taking the unpaid leave is assigned a seasonal extra-duty that is listed on the extra compensation schedule for more than .090, and that activity is not scheduled during the portion of the year in which the unpaid leave takes place, the portion of the salary represented by that extra compensation will not be reduced. When the unpaid leave day is during the season of an activity that pays more than .090 the person's salary will be reduced by the fraction that the day is of the number of workdays that would normally be scheduled as a season for that activity. If the activity is scheduled to take place over an entire year, and/or is less than .090, the activity salary will be included as part of the deduction of 1/186th of the salary.

### **SECTION 3: EXTENDED LEAVES OF ABSENCE**

A. Association

A leave of absence without pay for up to one year may be granted to any employee for the purpose of serving as an elected officer of the Association or its affiliates. Upon

return from such leave the employee will be entitled to retain such rights as have accrued under this agreement prior to such leave to serve as an officer of the Association. In order to receive the above mentioned benefits it will be necessary for the employee to return to duty in the Clinton Community School District within thirty (30) days from the expiration of the term or at the next time students are present as a part of the regular school year program, (August through May), whichever occurs first.

B. Public Office

When mutually agreed upon, a leave of absence for one elected term of office shall be granted to members of the bargaining unit, upon application, for the purpose of serving in a full-time, elective public office. Arrangements for such leave shall be completed prior to the last day allowed for removal of a name from the ballot. A person on such leave may participate in insurance programs provided by the district provided he/she pays any insurance premiums monthly to the district in advance. The beginning and ending dates for such leave shall be determined so as to maintain continuity and order in the school program. Upon return to employment with the school district from such leave, benefits accrued prior to the leave will be reinstated.

C. Family Illness

A leave of absence without pay for up to one school year may be granted for the purpose of caring for a sick or injured member of the employee's immediate family. Fringe benefits except IPERS and Social Security will be paid for the remainder of the school year in which the leave occurs.

D. FMLA

Bargaining unit employees are entitled to Family Medical Leave to the same extent and subject to the same terms and conditions as set forth in the Family Medical Leave Act of 1993.

## **SECTION 4: SABBATICAL LEAVES**

### Sabbatical Leave Policy

- A. Purpose: Sabbatical Leave may be granted for the purpose of professional study or for such purpose as may be recommended and approved by the Superintendent of schools and the Board of Education.
- B. Eligibility: Certified personnel who have served for five (5) consecutive years in the Clinton Community Schools shall be eligible for Sabbatical Leave. All cases are dependent upon the hiring of a suitable replacement.
- C. Application: Application must be submitted by February 1 if a person applies for leave for the following school year. If a person requests a leave for the second or third trimester, the request should be made at least four months prior to the beginning of such leave. The applicant must submit a complete program of studies.

- D. Selection: All applications will be reviewed and evaluated by the Superintendent of Schools. Recommendations will be presented for action by the Board at its regular March meeting. Those receiving an award will be notified before April 1.

Selection will be made on the basis of the following factors:

1. Previous record of applicant in the Clinton Community Schools
2. Benefit to the Clinton Community Schools
3. Benefit to the applicant relative to his/her field of instruction.

- E. Length of Leave: Sabbatical Leave shall be granted for not more than one year.

- F. Number Eligible at Any One Time: The Board of Education will decide on the number that may be approved each year.

- G. Assignment and Obligation: The Board shall grant one and may grant more sabbatical leaves if a qualified member of the bargaining unit applies, with payment of health, dental, and accident and life insurance premium in the manner prescribed in this contract. The Board may also grant up to \$6,000 less regular deduction, in salary for one school year. Salary increment advancement, seniority, accumulated sick leave, and personal leave shall accrue upon return to actual service with the district. Persons who accept Sabbatical Leave must sign a statement of intention to return to the Clinton Community School District for a period of one year when insurance fringe benefits are provided by the Board and for three years when a \$6,000 salary is paid. Failure to comply with this obligation shall result in forfeiture of the compensation received during Sabbatical Leave except 1/3 of any salary received shall be credited for each year of service following return to active service. The member of the bargaining unit shall be provided a supplementary service contract to cover the obligation of both parties during the period of Sabbatical Leave.

- H. Placement Upon Return: All efforts will be made to place each person in the same, or similar position held prior to going on Sabbatical Leave. However, the Clinton School District does not guarantee the same position held before taking leave.

Any teacher who signs a contract will be expected to fulfill the contract for the one year of the leave of absence once the contract is signed. However, if the recipient of the leave changes his/her mind after a replacement has been employed, every effort will be made to place him/her in a position similar to the one he/she held.

## **SECTION 5: OTHER PROVISIONS**

Paid leave (salary) will not be granted to a bargaining unit member while he/she is on unpaid leave.

## **SECTION 6: OTHER LEAVES**

Other extended leaves may be granted without pay upon approval of the Superintendent or designee.

### **Article IV: Basic Employment Conditions**

## **SECTION 1: EMPLOYEE WORK YEAR**

### **A. School Work Year**

1. The school work year for members of the bargaining unit, other than new personnel, members moving to a different building, or members on the extra compensation index whose job assignment requires otherwise, shall be 180 teaching days, and six (6) curriculum development/in-service/ workdays. New employees may be required to attend three additional workshop days.

Employees transferring to another building may be required to attend two additional workshop days.

An employee changing assignment within a building may be required to attend one additional day of workshop.

2. Employee attendance shall not be required when student attendance is not required due to inclement weather.

### **B. Holidays**

No member of the bargaining unit shall be required to perform duties on the following six (6) holidays:

Labor Day	New Year's Day
Thanksgiving	Easter
Christmas	Memorial Day

### **C. Vacations**

Each year there shall be Thanksgiving, winter, Easter and/or spring vacations. The specific dates of these vacations will be set forth in Appendix D of this agreement. This clause shall not preclude the parties from agreeing to other vacation periods.

## **SECTION 2: EMPLOYEE HOURS AND LOAD**

### **A. Workday**

Prior to the first day of classes each year, the principal or his/ her designee shall make the beginning and ending times of classes known to the staff. If the beginning and ending time of classes are changed after the school year begins, the staff will be

notified of such change prior to implementation.

The length of a teacher's workday shall be:

Elementary	Seven and one half (7 1/2) hours
Middle School	Seven (7) hours and thirty-two (32) minutes
High School	Eight (8) hours

The beginning and ending times of an individual teacher's day may be altered by thirty (30) minutes at the discretion of the school district on a permanent basis so long as the total hours defined above remain the same.

1. Bargaining unit members shall be required to report to their schools no later than thirty (30) minutes prior to the starting time of classes and remain a minimum of thirty (30) minutes after the last class in the school dismisses except on Fridays when they shall remain fifteen (15) minutes after the last class dismisses.\*

Teachers will be allowed to leave the building after the students have cleared the building prior to a vacation.

- Bargaining unit members working at elementary schools will be exempt from the pre and post student day requirements while retaining a seven and one-half (7 1/2) hour contract day. This exemption will allow the district and staff to organize the pre and post student daytime into segments of varying lengths while maintaining approximately the same amount of student contact time.
2. It is further expected that teachers will attend a reasonable number of meetings, conferences, and perform a reasonable number of other duties, which will be scheduled at reasonable times.

If all students in the district are allowed to report late because of weather conditions, bargaining unit members will be allowed to report fifteen (15) minutes prior to the time set for students to arrive. If all students are dismissed early because of weather conditions, teachers will be allowed to leave the building after the students have cleared the building. The decision by the Superintendent or his/her designee as to whether or not the school day will be altered because of weather conditions shall not be grievable.

3. Early bird classes shall be staffed by qualified volunteer teachers in the building to the extent possible. When more than one qualified teacher volunteers, placement shall be on a seniority basis among volunteers.

In the event a qualified volunteer cannot be found the Board will select a qualified teacher from the building for the position on a reverse seniority basis. Such assignment shall be for the contract year. In succeeding years, a teacher will not be required to involuntarily teach said course again until all qualified individuals in the building have taught said course.



As used herein, the word "qualified" shall mean a teacher who is currently teaching the subject or who has taught the subject in the past five (5) years and currently meets state standards.

B. Lunch Periods

Bargaining unit employees shall have a daily, uninterrupted, duty-free lunch period of at least thirty (30) minutes.

Employees may leave the building without permission during this period.

C. Preparation Time

1. Minimum Times

Classroom employees shall, in addition to their lunch period, have minimum daily or equivalent weekly preparation time during which they normally shall not be assigned to other duties. Teachers will be expected to assist by filling in for absent employees when it is not possible to get a substitute or by filling in for other teachers who are scheduled to be absent for a portion of the day.

(a) Elementary School -When art, special music and physical educational teachers are working with their children.

(b) Middle School -One regular period per day or an equivalent of five periods per week.

(c) Senior High School -One regular period per day or an equivalent of five periods per week.

2. Substituting During Preparation Time

In those cases where regular substitutes are not available, or the amount of substitute time needed is one half day or less, the administrator, or his/her designee, will first attempt to secure appropriate volunteers to serve as substitutes during their preparation time. In the absence of such volunteers, an employee may be assigned to serve as a substitute. Only significant, unavoidable conflicts including non-postponable preparation activities may be used as reasons for declining such assignments. Volunteers and assigned employees shall be paid \$21.50 per hour.

3. Use of Preparation Time

Teachers will be expected to remain at their school during their preparation time. Should a teacher need to be gone from the building the approval of the principal of the building or his/her designee is necessary.

### SECTION 3: STAFF REDUCTION

#### A. Termination

When the Board of Education finds it necessary to reduce staff it will do so via natural attrition (retirements and resignations) as far as possible. If natural attrition does not reduce staff to the desired Board level, staff will be reduced as follows, subject to the right of the Board to retain staff to provide a continuing program.

1. Bargaining unit members with emergency, conditional or provisional certification will be the first ones subject to termination in the following order:
  - a. emergency
  - b. conditional
  - c. provisional
3. Remaining bargaining unit members will be terminated in reverse order of their employment within the Clinton School District as hereafter set forth in subparagraph B.
4. A bargaining unit member who transfers from one level, department or special level to another takes with him/her the seniority he/she has accumulated in the Clinton schools into the newly assigned level, department or special area.
5. Staff members whose jobs are eliminated may apply for transfers to any other vacated position in the level, department or special areas from which they are terminated and for which state certification for the vacant position can be fulfilled.
6. Termination will be carried out within the following levels, departments and special areas providing certification standards of the Iowa Department of Education are met for those teachers remaining in the level, department or special area to continue the school program established by the district.

#### Level

High School, Grades 9-12	Within departments
Middle School, Grades 6-8	Within departments
Elementary, Grades K-5	Within grades K-2
	Within grades 3-5
	Within special areas

Middle school and high school departments for the purpose of this section are: at risk\*\*, computer\*\*, 6th grade block of time, mathematics, language arts, science, social studies, industrial arts, family and consumer sciences, art, foreign language, guidance, library/media, special education (within specialty areas), music (within specialty areas), physical education, business education, Title 1, Talent Enrichment Program, Vocational Education (within specialty areas).

Elementary special areas for the purpose of this section are: pre-school multi-categorical, K-5 physical education, K-5 art, K-5 guidance, K-5 music (within

specialty areas), K-5 special education (within specialty areas), K-5 Title 1, K-5 Learning Resource Center and K-5 Talent Enrichment Program, English Second Language and K-8 Nurse.

For the purposes of this section, if a member of the bargaining unit is assigned to more than one level, department or special area, he/she will be considered a member of the level, department, or special area to which he/she is assigned a plurality of his/her teaching time. Teaching time shall include the number of class periods and/or minutes for which a teacher is responsible for the instruction of students. (Travel time, preparation time, home rooms, study halls and other supervisory activities, etc. shall not be included in teaching time.)

If a plurality is impossible to determine because of equal assignments, but one of the equal assignments is in the level, department, or special area in which the bargaining unit member was assigned a plurality of his/her time the previous year, the bargaining unit member will be considered a member of that level, department, or special area.

If determination is still not possible, placement shall be determined by a random drawing from among the levels, departments, or special areas of equal assignment.

All known teaching assignments (for the entire school year) shall be considered at the time of determination.

The standard for determination for middle school and/or high school shall be the number of periods the bargaining unit member is assigned to teach in the level, department, or special area.

The standard for determination for elementary school with respect to middle school and/or high school shall be the number of minutes the bargaining unit member is assigned to teach in the level, department, or special area.

- \*\* Bargaining unit members who transfer (voluntary or involuntary) to the at-risk or computer departments will remain a member of the level department or special area of which he/she was a member at the time of transfer.

B. Means of Assignment

When a position is eliminated, the least senior teacher in the level, department or special area to be terminated under paragraph A3 will be determined in the following order:

1. Accumulated full and part time teaching experience in the Clinton Community School District from most recent date of hire. The length of experience will be computed only on a full trimester basis and part time contracts will be accumulated to whole trimesters. Previous experience in the Clinton Community School District will be computed in paragraph 4 with other experience. (Those employed prior to July 1, 1983 shall remain on the plan that was in effect at that

time.)

2. Part-time contracted teaching experience in the Clinton Community School District from most recent date of hire. (Those employed prior to July 1, 1983 shall remain on the plan that was in effect at that time.)
3. The date that the first contract was returned to the superintendent's office for the most recent continuous employment. (This criterion shall not apply to employees hired prior to July 1, 1990.)
4. Accumulated full and part time teaching experience in other districts and experience accumulated in previous period(s) of employment with the Clinton Community Schools not counted above.
5. Training group placement.
6. Date of Board approval of first contract in the Clinton Community School District.
7. Date of most recent application to teach in the Clinton Community School District.

In the determination of the above, experience will be computed only on a full trimester basis and the items of substitute service, contracted teaching service of less than a full trimester, extended contract service, summer school and night school service shall not be used in computation. Full trimester shall mean a contract for the trimester which is not broken by a non-paid absence in excess of four weeks. (Those hired prior to July 1, 1990 shall remain on the plan that was in effect at that time.)

A teacher whose position has been eliminated, but whose contract has not been terminated under this section, shall be assigned to the position within the level, department or special area vacated by the terminated teacher except when state certification standards preclude it.

C. Reemployment or Transfer

1. Teachers may waive in writing the reemployment rights provided by this policy.
2. Any certified regular employee who has his/her contract terminated shall have the right to reemployment for two school years up until ten (10) days prior to the opening day of school the third school year following the staff reduction. Reemployment shall be based upon seniority and state certification for the vacant position in the level, department or special area from which he/she was terminated.
3. A teacher reemployed pursuant to the above policy will be given credit for any approved college credits acquired since his/her last employment and placed on the salary schedule in the training category and on the service step to which they are entitled by such training and the experience step last held in Clinton plus one. Seniority held at the time of the staff reduction will be restored.

4. Teachers who accept another full time professional teaching assignment surrender their rights to reemployment in Clinton during the school year in which the Clinton vacancy for which they are otherwise eligible occurs.
5. A teacher eligible for reemployment under this section shall keep the information listed below on file with the Superintendent up until ten (10) days prior to the opening day of school the third school year following the staff reduction:
  - a. Current employment status
  - b. Current mailing address
  - c. Current phone number, both at home and at work
  - d. Where he or she can be reached during periods of absence from home exceeding 3 days

Failure to provide this information constitutes surrender of his/her right to reemployment.

6. When reemployment is offered, it will be offered in the following manner: telephone call and/or certified letter, return receipt requested. When reemployment is offered in the area or level from which the employee was terminated and the time represents equal time to or more than the position that the employee held at the time of termination, he/she must accept the reemployment offer within ten (10) days after it is received or eligibility for reemployment is terminated.

The district is not required to offer a terminated employee a position calling for more time on the job than the employee held when terminated even if the position is in the same area and at the same level as that from which termination occurred.

D. Benefits

Fringe benefits will not accrue between termination and reemployment pursuant to this policy. Sick leave benefits and service credits accrued prior to termination will be restored and the teacher will receive benefits negotiated for the year of reemployment.

E. Application for Vacant Position

1. Any teacher terminated under this section due to staff reduction may apply for any position in the Clinton Community School District for which he/she is qualified.
2. Teachers in grades K-6 who are terminated due to staff reduction shall be given preference in appointment to vacant positions at other levels within their department (for purposes of this paragraph, regular program grades K-6 will be considered as the same department), or special area provided their qualifications including proper certification, and that school programs including those of extra

compensation are maintained.

3. Teachers in grades 7-12 who are terminated due to staff reduction shall be given preference in appointment to vacant positions at other levels within their departments provided their qualifications include proper certification and that school programs including those of extra compensation are maintained.
4. The privilege of preference shall be offered only one time and shall expire along with recall rights if rejected or waived within ten (10) calendar days of the offer or if two (2) school years pass following termination, or if the teacher accepts a full-time teaching assignment in another school. Preference in assignment shall mean that the terminated teacher will be appointed to the vacant position when their qualifications for the job criteria are equal to those of other candidates for the position as viewed by the interviewing administrator(s) and no other district employee has a prior right to the position through other provisions of this contract. If two or more current employees meet the above criteria equally, the most senior person will be selected. The salary of the terminated teacher will not be considered as a factor in making the final decision. (Nothing stated above should be interpreted to mean that the Board has agreed to any infringement on its right to establish the qualifications necessary for job openings.)

#### **SECTION 4: HEALTH PROVISIONS**

##### **Physical Fitness - New Employees**

All new employees will be required to have a physical examination, by a physician of his/her choice, including the items on the form for physical examinations provided by the Board. The completed form shall be filed in the Superintendent's office within thirty (30) days of initial employment. The first physical examination will be at the expense of the employee.

#### **SECTION 5: SAFETY PROVISIONS**

##### **A. Employee Facilities**

###### **1. Employee Equipment**

A serviceable desk and chair will be provided for each employee. An accessible lockable storage area will be provided upon teacher request. Lesson plan books and manuals that would be needed by a substitute shall not be kept in this lockable area.

###### **2. Protective Devices**

The Board will provide protective devices or equipment and special protective clothing when the use of such items is required by the Board.

B. Protection of Employees or Employees' Property

1. Work Conditions

Employees will not be required to work under unsafe or hazardous conditions.

2. Use of Reasonable Force

Any employee may, within the scope of his employment and pursuant to Board Policy, use and apply such amount of force as is reasonable and/or necessary to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the persons for the purpose of self-defense; and for the protection of other persons and/or property.

3. Assault of an Employee

Employees shall immediately report cases of assault on them in connection with their employment to their principal or immediate supervisor. The principal or immediate supervisor shall take appropriate action.

4. Bomb Threats

No employee will be required to search for a bomb.

5. First Aid

Any first aid capability that a building has will be made available to the employees who work in that building.

**Article V: Personnel Policies & Practices**

**SECTION 1: PROCEDURES FOR FORMAL EVALUATION OF LICENSED TEACHERS**

**Overview**

The evaluation system shall consist of formal observations, artifact collection, and review of additional data gathered by the evaluator.

During the first two years of employment with the Clinton Community School District, all beginning teachers will participate in Tier I of the Professional Staff Evaluation System. Staff new to the District, but not new to the profession, will spend one year in Tier I to demonstrate progress toward meeting the Iowa Teaching Standards. Tier I staff members may be assigned to Tier I for an additional year by their evaluator. Written notification of this decision will be provided to the employee by March 30. Upon successful completion of Tier I, teachers will be placed on Tier II of this system.

If an evaluator determines, at any time, as a result of a teacher's performance, that the teacher in Tier II is not meeting district expectations under the Iowa Teaching

Standards and Criteria, Individual Career Development Plan, and any other standards and criteria established in the collective bargaining agreement, the evaluator shall recommend to the district that the teacher participate in Tier III, an intensive assistance program. The intensive assistance program and its implementation are not subject to negotiation or grievance procedures established pursuant to chapter 20.

Either the staff member or the evaluator(s) may initiate informal discussions of progress at any time throughout the cycle. Disagreements occurring between the staff member and the evaluator(s) concerning any aspect of the professional staff evaluation process will be resolved through discussions with the Superintendent or designee and a representative appointed by the Clinton Education Association.

### **Notification**

The evaluation process will begin with written notification and an individual or group orientation conference with the staff member prior to September 15 or ten (10) days prior to an observation. During this orientation conference, the procedures, forms, criteria, and timelines for evaluation will be reviewed and discussed.

### **Formal Observation Process**

Formal observations shall include pre- and post-observation conferences that will be scheduled for dates and times mutually agreeable to the staff member and the evaluator(s). For staff members in Tier I, the evaluator(s) shall conduct a minimum of three formal observations in the first year and a minimum of one observation in the second year. For staff members in Tier II, the evaluator(s) shall conduct a minimum of one formal observation during year two of the three-year cycle.

A staff member's participation in any phase of the evaluation process does not mean that an administrator may not visit that staff member's classroom or observe sessions conducted by the staff member. Formal and informal observations will be made at the discretion of the administrator. Administrators will continue to monitor the performance of all staff and will address concerns with staff members as they arise.

### **Individual Career Development Plan**

On/before October 1 of each year, all staff members in Tier II will submit an Individual Career Development Plan based upon the Iowa Teaching Standards and Criteria, the District Comprehensive School Improvement Plan, and the needs of the teacher for approval.

Should a staff member wish to amend the plan during the term of the Career Development Plan, the staff member will discuss proposed changes with the evaluator(s) and submit an agreed upon revised plan.

Each staff member will complete a Summary Report prior to May 1 of Year One and Two and prior to March 15 of Year Three. The Summary Report will allow the staff member to reflect on the Individual Career Development Plan and will include the following:

- a) How the plan impacted student achievement
- b) How the plan impacted the teacher's professional growth
- c) How the plan addressed the Iowa Teaching Standards and Criteria



- d) Individual teacher reflection about the implementation and outcomes of the plan

### **Professional Portfolio**

Teachers holding the initial license will create and maintain a professional portfolio in preparation for the comprehensive evaluation demonstrating evidence of the Iowa Teaching Standards and Criteria. This will be an on-going process and given to the evaluator on/before March 15 of year two.

As part of their probationary status, teachers new to the District but not new to the profession, will create and maintain a professional portfolio in preparation for the comprehensive evaluation. This professional portfolio will be given to the evaluator on/before March 15. Upon successful completion of the comprehensive evaluation, these teachers will be placed on Tier II Year1 the following school year.

Staff members in Tier II will collect evidence of progress in a professional portfolio. This professional portfolio is an on-going process and will be shared with the evaluator(s) prior to May 1 of Year One and Year Two and prior to March 15 of Year Three.

### **Additional Data and Input**

Informal or unannounced observations and other informal input may be used to provide additional data in the evaluation process. Other information may include (but is not limited to) observations of the staff member's interactions with students, parents, or other staff members, professional involvement, management of conferences, work on committees, interactions with community agencies, participation in staff meetings or work on teams with fellow staff members. All data and input that is gained from other sources will be made known to the staff member.

If a decision is made to place a complaint directed toward an employee in his/her personnel file, the placement in the personnel file shall be called to the employee's attention, in writing, within five (5) working days of that decision. A response from the employee, in regard to said notice, may be written and presented to the supervisor within fifteen (15) working days of the employee's notice. The employee's response shall become a part of said file.

Each employee and/or association representative, with employee permission, may, upon request, have access to the employee's official evaluation file for purpose of inspection and review, and upon request, will within five (5) calendar days of such request, have available a copy of any material contained therein. The employee may respond in writing to material derived from the evaluation process contained in or hereafter placed in the file, and such response will become a part of the file.

### **Mentoring Program**

Teachers who hold an initial license are required to have successfully completed the two-year mentor program. Teachers new to the District, but not new to the profession, will be provided an informal mentoring program.

### **Comprehensive Evaluation**

A comprehensive evaluation will occur at the end of year two for beginning teachers, at the end of year one for staff new to the District but not new to the profession, and at the end of year three for Tier II staff. Prior to the filing of the comprehensive evaluation, the evaluator(s) and staff member will have a final conference to review the evaluation. The staff member will sign and receive a copy. The staff member's signature indicates that the staff member and the evaluator(s) have discussed the evaluation together. It does not necessarily mean that the staff member agrees with all ratings or remarks contained in the evaluation. The evaluator will submit the comprehensive evaluation to the Superintendent's office.

The staff member may, if he/she wishes, submit a "rebuttal" to the comprehensive evaluation document. This "rebuttal" must be in writing and must be submitted to the evaluator(s) within fifteen working days following the summative evaluation.

### **Remedy**

A non-probationary employee may file a grievance concerning any Tier I or Tier II evaluation as permitted by the Grievance Procedure Article of this agreement.

## **SECTION 2: VOLUNTARY TRANSFER**

Whenever a new position is created or a retirement or resignation causes a vacant position to occur, and such position, if occupied, would normally be in the bargaining unit, the position shall be *posted prominently* in every building in the district. If a member of the bargaining unit wishes to apply for such position(s), he/she may do so by sending a letter of application to the Director of Human Resources within six (6) school days of the posting of the bulletin. The Board shall not fill such position until six (6) school days after the posting of the bulletin. Knowledge of vacancies during the summer may be gained by contacting the Director of Human Resources office. Time limits shall not apply during the summer. All members of the bargaining unit making application for such vacancies shall be granted interviews by the appropriate administrator(s). If the applicant's request for transfer is denied, the administrator who conducted the interview will discuss the reasons for his/her decision upon request by the applicant. Voluntary transfers will not be honored during the school year unless such transfer is determined to be in the best interests of the students. This clause applies to basic positions and does not apply to positions covered by extra compensation.

## **SECTION 3: INVOLUNTARY TRANSFER**

### **A. Definitions**

An involuntary transfer shall be a transfer of a member of the bargaining unit from one building to another, from one department to another in a secondary school, or from one level to another in an elementary school which is not initiated by the teacher pursuant to section three (3) of this agreement. This clause applies to basic positions and does not apply to positions covered by extra compensation.

Departments and levels for the purposes of this section are defined in Article IV,

Section 3, A.

B. Notice

Prior to May 1, written notice including the reasons shall be given of any known involuntary transfer unless such transfer becomes known within 5 school days of May 1 in which event such notice shall be given within ten (10) school days of the date of the necessity for such transfer becomes known. In the event an involuntary transfer becomes known after May 1 or during the school year, such notice shall be given as soon as possible.

C. Effective Date

Effective dates of involuntary transfers shall correspond to the first day of a new grading period where possible unless the administration deems such date of transfer detrimental to the educational welfare of the students.

Nothing herein shall prohibit a teacher notified of an involuntary transfer from applying for a voluntary transfer pursuant to section three (3) of this agreement. No teacher involuntarily transferred shall receive a reduction in base compensation.

D. Appeal

If an employee requests a meeting with the Superintendent regarding a proposed involuntary transfer or the reasons for such transfer, the Superintendent shall meet with the employee and a representative of the employee's choosing. Neither the physical transfer itself nor the reasons for such transfer shall be grievable under this contract, but the teacher shall have the right to appear before the Board in executive session to appeal the Superintendent's decision. The Board decision shall be final and binding.

#### **SECTION 4: SENIORITY PROVISIONS**

A. Special Assignments

When two or more teachers desire the same extra-curricular position, and skill, ability, qualifications and subject matter competence are equal in the judgment of the administration, seniority will prevail in making the assignment.

#### **SECTION 5: IN-SERVICE TRAINING**

A. Continuing College/University Education

Graduate level credits from accredited colleges and universities shall be approved for salary schedule advancement provided the courses are relevant to education and will assist the teacher in improving his/her job performance.

## B. Staff Development Committee

### 1. Purpose

A staff development committee shall be maintained to assist in needs assessment, planning, preparation, and implementation of in-service training to align with the Comprehensive School Improvement Plan (CSIP) for the Clinton Community School District.

### 2. Membership

The staff development committee shall consist of four (4) teachers from Clinton High School, one (1) from Lincoln High School, two (2) from Washington Middle, two (2) from Lyons Middle, two (2) from each elementary building (one from primary K-2 and one from intermediate 3-5), one (1) elementary principal, one (1) middle school administrator, one (1) senior high administrator, and one (1) central office administrator. The chairperson of the Association's Instructional and Professional Development (IPD) Committee and the Superintendent of Schools shall serve as ex-officio members.

Clinton High School, Lincoln High School, middle school and elementary school teachers interested in serving on the District Staff Development Committee should notify their Association building representative and their respective building principal of such interest. The Association building representatives and building principal together will select teachers to serve on the committee. Itinerant teachers are eligible to serve from their primary building.

### 4. Terms

Teacher members shall serve for a three-year term. Teachers shall, by level, draw lots for 1, 2, or 3-year terms. If a teacher must resign from the committee, a replacement will serve out the vacant term.

**Article VII: Schedules & Forms**

**APPENDIX "A"**  
**CLINTON COMMUNITY SCHOOL DISTRICT**  
**GRIEVANCE FORM**

Grievance No. \_\_\_\_\_  
To be filled in by  
Central Office

**LEVEL I**

1. Date Violation Occurred \_\_\_\_\_

2. Paragraph(s), Section (s) and/or article of contract violated

\_\_\_\_\_

3. Statement of grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Relief sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Aggrieved Person

\_\_\_\_\_  
Building

\_\_\_\_\_  
Date

5. Disposition by Principal or Immediate Supervisor:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Immed. Supr.

\_\_\_\_\_  
Date

If additional space is needed, attach additional sheets. (This form must be submitted in four (4) copies. After the Principal or immediate supervisor makes his/her disposition, he/she will keep one (1) copy, return one (1) copy to the employee making the complaint, send one (1) copy to the Superintendent, and one (1) copy to the President of the Association or his/her designee.)

**Article VII: Schedules & Forms**

**APPENDIX "A"**  
**CLINTON COMMUNITY SCHOOL DISTRICT**  
**GRIEVANCE FORM**

Grievance No. \_\_\_\_\_  
To be filled in by  
Central Office

**LEVEL II**

1. \_\_\_\_\_  
Date Submitted to Superintendent or Designee      Date Received by Superintendent or Designee
2. Summary of complaint \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Reason for dissatisfaction with proposed settlement recommended by principal or immediate supervisor \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Disposition by Superintendent or designee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Aggrieved Person

\_\_\_\_\_  
Signature of Superintendent or designee      Date

If additional space is needed attach additional sheets. (This form must be submitted in four (4) copies. After the Superintendent or his/ her designee makes his/her disposition, he/she will keep one (1) copy, return one (1) copy to the employee making the complaint, send one (1) copy to the person named in the complaint, and one (1) copy to the President of the Association or his/her designee.)

**Article VII: Schedules & Forms**

**APPENDIX "A"**  
**CLINTON COMMUNITY SCHOOL DISTRICT**  
**GRIEVANCE FORM**

Grievance No. \_\_\_\_\_  
To be filled in by  
Central Office

**LEVEL III**

1. \_\_\_\_\_  
Date Submitted to Arbitrator                      Date Received by Arbitrator
2. Summary of complaint \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Reason for dissatisfaction with proposed settlement recommended by  
Superintendent or his/her designee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
Signature of Association President                      Signature of Aggrieved Person
4. Disposition by Arbitrator \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
Signature of Arbitrator                      Date

If additional space is needed attach additional sheets. (This form must be submitted in four (4) copies. After the Superintendent or his/ her designee makes his/her disposition, he/she will keep one (1) copy, return one (1) copy to the employee making the complaint, send one (1) copy to the person named in the complaint, and one (1) copy to the President of the Association or his/her designee.)

Base -- \$32,500  
 Add'l. 500  
\$33,000

**APPENDIX B**  
**EXTRA COMPENSATION INDEX 2006-2007**

**Article VII**  
**Schedules & Forms**

Placement and advancement on the Extra-Compensation Schedule:  
 Experience credit will be given for previous experience (including different levels - assistant to head or middle school to high school).

Activity	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>FALL SPORTS</b>								
Head Football	5,357 0.16233	5,555 0.16833	5,753 0.17433	5,951 0.18033	6,149 0.18633	6,347 0.19233	6,545 0.19833	6,743 0.20433
Asst. Var & Head Soph Football	2,750 0.08333	2,882 0.08733	3,014 0.09133	3,146 0.09533	3,278 0.09933	3,410 0.10333	3,542 0.10733	3,674 0.11133
Asst. Soph Football	2,370 0.07183	2,469 0.07483	2,568 0.07783	2,667 0.08083	2,766 0.08383	2,865 0.08683	2,964 0.08983	3,063 0.09283
Head 9th Football	2,118 0.06417	2,217 0.06717	2,316 0.07017	2,415 0.07317	2,514 0.07617	2,613 0.07917	2,712 0.08217	2,811 0.08517
Asst. 9th Football	1,974 0.05983	2,040 0.06183	2,106 0.06383	2,172 0.06583	2,238 0.06783	2,304 0.06983	2,370 0.07183	2,436 0.07383
8th Football	1,842 0.05583	1,908 0.05783	1,974 0.05983	2,040 0.06183	2,106 0.06383	2,172 0.06583	2,238 0.06783	2,304 0.06983
Head Cross Country	2,304 0.06983	2,370 0.07183	2,436 0.07383	2,502 0.07583	2,568 0.07783	2,634 0.07983	2,700 0.08183	2,766 0.08383
Asst. Cross Country	1,149 0.03483	1,215 0.03683	1,281 0.03883	1,347 0.04083	1,413 0.04283	1,479 0.04483	1,545 0.04683	1,611 0.04883
Head Golf	2,304 0.06983	2,370 0.07183	2,436 0.07383	2,502 0.07583	2,568 0.07783	2,634 0.07983	2,700 0.08183	2,766 0.08383
Asst. Golf	1,149 0.03483	1,215 0.03683	1,281 0.03883	1,347 0.04083	1,413 0.04283	1,479 0.04483	1,545 0.04683	1,611 0.04883
Head Volleyball	3,102 0.09400	3,234 0.09800	3,366 0.10200	3,498 0.10600	3,630 0.11000	3,762 0.11400	3,894 0.11800	4,026 0.12200
Head Soph Volleyball	2,189 0.06633	2,255 0.06833	2,321 0.07033	2,387 0.07233	2,453 0.07433	2,519 0.07633	2,585 0.07833	2,651 0.08033
9th Volleyball	1,809 0.05483	1,875 0.05683	1,941 0.05883	2,007 0.06083	2,073 0.06283	2,139 0.06483	2,205 0.06683	2,271 0.06883
7th/8th Volleyball	1,507 0.04567	1,573 0.04767	1,639 0.04967	1,705 0.05167	1,771 0.05367	1,837 0.05567	1,903 0.05767	1,969 0.05967
Head Girls Swimming	3,102 0.09400	3,267 0.09900	3,432 0.10400	3,597 0.10900	3,762 0.11400	3,927 0.11900	4,092 0.12400	4,257 0.12900
Asst. Girls Swimming	1,925 0.05833	1,991 0.06033	2,057 0.06233	2,123 0.06433	2,189 0.06633	2,255 0.06833	2,321 0.07033	2,387 0.07233



Activity	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>WINTER SPORTS</b>								
Head Basketball	5,357 0.16233	5,555 0.16833	5,753 0.17433	5,951 0.18033	6,149 0.18633	6,347 0.19233	6,545 0.19833	6,743 0.20433
Asst. Var. & Head Soph BB	2,750 0.08333	2,882 0.08733	3,014 0.09133	3,146 0.09533	3,278 0.09933	3,410 0.10333	3,542 0.10733	3,674 0.11133
Asst. Soph Basketball	2,370 0.07183	2,469 0.07483	2,568 0.07783	2,667 0.08083	2,766 0.08383	2,865 0.08683	2,964 0.08983	3,063 0.09283
9th Basketball	2,349 0.07117	2,448 0.07417	2,547 0.07717	2,646 0.08017	2,745 0.08317	2,844 0.08617	2,943 0.08917	3,042 0.09217
7th/8th Basketball	1,716 0.05200	1,782 0.05400	1,848 0.05600	1,914 0.05800	1,980 0.06000	2,046 0.06200	2,112 0.06400	2,178 0.06600
Head Boys Swimming	3,102 0.09400	3,267 0.09900	3,432 0.10400	3,597 0.10900	3,762 0.11400	3,927 0.11900	4,092 0.12400	4,257 0.12900
Asst. Boys Swimming	1,925 0.05833	1,991 0.06033	2,057 0.06233	2,123 0.06433	2,189 0.06633	2,255 0.06833	2,321 0.07033	2,387 0.07233
Head Wrestling	5,055 0.15317	5,220 0.15817	5,385 0.16317	5,550 0.16817	5,715 0.17317	5,880 0.17817	6,045 0.18317	6,210 0.18817
Asst. Var. & Head Soph Wrestling	2,750 0.08333	2,882 0.08733	3,014 0.09133	3,146 0.09533	3,278 0.09933	3,410 0.10333	3,542 0.10733	3,674 0.11133
9th Wrestling	2,349 0.07117	2,448 0.07417	2,547 0.07717	2,646 0.08017	2,745 0.08317	2,844 0.08617	2,943 0.08917	3,042 0.09217
7th/8th Wrestling	1,716 0.05200	1,782 0.05400	1,848 0.05600	1,914 0.05800	1,980 0.06000	2,046 0.06200	2,112 0.06400	2,178 0.06600
Asst. 7th/8th Wrestling	1,551 0.04700	1,617 0.04900	1,683 0.05100	1,749 0.05300	1,815 0.05500	1,881 0.05700	1,947 0.05900	2,013 0.06100
<b>SPRING SPORTS</b>								
Head Track I/O	3,245 0.09833	3,410 0.10333	3,575 0.10833	3,740 0.11333	3,905 0.11833	4,070 0.12333	4,235 0.12833	4,400 0.13333
Asst. Track I/O	2,283 0.06917	2,382 0.07217	2,481 0.07517	2,580 0.07817	2,679 0.08117	2,778 0.08417	2,877 0.08717	2,976 0.09017
Asst. Track Outdoor	1,974 0.05983	2,040 0.06183	2,106 0.06383	2,172 0.06583	2,238 0.06783	2,304 0.06983	2,370 0.07183	2,436 0.07383
7th/8th Track	1,507 0.04567	1,573 0.04767	1,639 0.04967	1,705 0.05167	1,771 0.05367	1,837 0.05567	1,903 0.05767	1,969 0.05967
Head Tennis	2,349 0.07117	2,415 0.07317	2,481 0.07517	2,547 0.07717	2,613 0.07917	2,679 0.08117	2,745 0.08317	2,811 0.08517
Asst. Tennis	1,458 0.04417	1,524 0.04617	1,590 0.04817	1,656 0.05017	1,722 0.05217	1,788 0.05417	1,854 0.05617	1,920 0.05817
Head Soccer	2,585 0.07833	2,684 0.08133	2,783 0.08433	2,882 0.08733	2,981 0.09033	3,080 0.09333	3,179 0.09633	3,278 0.09933

Activity	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Asst. Soccer	2,068 0.06267	2,134 0.06467	2,200 0.06667	2,266 0.06867	2,332 0.07067	2,398 0.07267	2,464 0.07467	2,530 0.07667
<b>SUMMER SPORTS</b>								
Head Baseball	3,756 0.11383	3,921 0.11883	4,086 0.12383	4,251 0.12883	4,416 0.13383	4,581 0.13883	4,746 0.14383	4,911 0.14883
Asst. Var. & Head Soph. Baseball	2,304 0.06983	2,403 0.07283	2,502 0.07583	2,601 0.07883	2,700 0.08183	2,799 0.08483	2,898 0.08783	2,997 0.09083
Asst. Soph Baseball	2,189 0.06633	2,255 0.06833	2,321 0.07033	2,387 0.07233	2,453 0.07433	2,519 0.07633	2,585 0.07833	2,651 0.08033
Head Freshman Baseball	2,189 0.06633	2,255 0.06833	2,321 0.07033	2,387 0.07233	2,453 0.07433	2,519 0.07633	2,585 0.07833	2,651 0.08033
Head Softball	3,756 0.11383	3,921 0.11883	4,086 0.12383	4,251 0.12883	4,416 0.13383	4,581 0.13883	4,746 0.14383	4,911 0.14883
Asst. Var. & Head Soph. Softball	2,304 0.06983	2,403 0.07283	2,502 0.07583	2,601 0.07883	2,700 0.08183	2,799 0.08483	2,898 0.08783	2,997 0.09083
Asst. Soph Softball	2,189 0.06633	2,255 0.06833	2,321 0.07033	2,387 0.07233	2,453 0.07433	2,519 0.07633	2,585 0.07833	2,651 0.08033
Head Freshman Softball	2,189 0.06633	2,255 0.06833	2,321 0.07033	2,387 0.07233	2,453 0.07433	2,519 0.07633	2,585 0.07833	2,651 0.08033
<b>CHEERLEADING</b>								
CHS Cheerleading	3,294 0.09983	3,393 0.10283	3,492 0.10583	3,591 0.10883	3,690 0.11183	3,789 0.11483	3,888 0.11783	3,987 0.12083
CHS Asst. Cheerleading	1,474 0.04467	1,540 0.04667	1,606 0.04867	1,672 0.05067	1,738 0.05267	1,804 0.05467	1,870 0.05667	1,936 0.05867
<b>MUSIC</b>								
CHS Band Director	3,784 0.11467	3,949 0.11967	4,114 0.12467	4,279 0.12967	4,444 0.13467	4,609 0.13967	4,774 0.14467	4,939 0.14967
Asst. CHS Band Director	1,974 0.05983	2,040 0.06183	2,106 0.06383	2,172 0.06583	2,238 0.06783	2,304 0.06983	2,370 0.07183	2,436 0.07383
CHS Vocal Director	3,784 0.11467	3,949 0.11967	4,114 0.12467	4,279 0.12967	4,444 0.13467	4,609 0.13967	4,774 0.14467	4,939 0.14967
Asst. CHS Vocal Director	1,974 0.05983	2,040 0.06183	2,106 0.06383	2,172 0.06583	2,238 0.06783	2,304 0.06983	2,370 0.07183	2,436 0.07383
CHS/Mid Orchestra	3,195 0.09683	3,360 0.10183	3,525 0.10683	3,690 0.11183	3,855 0.11683	4,020 0.12183	4,185 0.12683	4,350 0.13183
MS/Elementary Band	1,788 0.05417	1,854 0.05617	1,920 0.05817	1,986 0.06017	2,052 0.06217	2,118 0.06417	2,184 0.06617	2,250 0.06817
MS Vocal	1,788 0.05417	1,854 0.05617	1,920 0.05817	1,986 0.06017	2,052 0.06217	2,118 0.06417	2,184 0.06617	2,250 0.06817
Band Early Start	753 0.02283	819 0.02483	885 0.02683	951 0.02883	1,017 0.03083	1,083 0.03283	1,149 0.03483	1,215 0.03683

Activity	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>SPEECH &amp; DRAMA</b>								
Director Debate	3,195 0.09683	3,327 0.10083	3,459 0.10483	3,591 0.10883	3,723 0.11283	3,855 0.11683	3,987 0.12083	4,119 0.12483
Asst. Debate	1,271 0.03850	1,304 0.03950	1,337 0.04050	1,370 0.04150	1,403 0.04250	1,436 0.04350	1,469 0.04450	1,502 0.04550
Director Drama	3,921 0.11883	4,086 0.12383	4,251 0.12883	4,416 0.13383	4,581 0.13883	4,746 0.14383	4,911 0.14883	5,076 0.15383
Asst. Drama	2,068 0.06267	2,134 0.06467	2,200 0.06667	2,266 0.06867	2,332 0.07067	2,398 0.07267	2,464 0.07467	2,530 0.07667
MS Drama	1,248 0.03783	1,314 0.03983	1,413 0.04283	1,512 0.04583	1,611 0.04883	1,710 0.05183	1,809 0.05483	1,908 0.05783
Asst. MS Drama	984 0.02983	1,050 0.03183	1,116 0.03383	1,182 0.03583	1,248 0.03783	1,314 0.03983	1,380 0.04183	1,446 0.04383
Director Speech	1,034 0.03133	1,166 0.03533	1,298 0.03933	1,430 0.04333	1,562 0.04733	1,694 0.05133	1,826 0.05533	1,958 0.05933
Asst. Speech	880 0.02667	913 0.02767	946 0.02867	979 0.02967	1,012 0.03067	1,045 0.03167	1,078 0.03267	1,111 0.03367
<b>OTHER</b>								
CHS Annual	3,520 0.10667	3,619 0.10967	3,718 0.11267	3,817 0.11567	3,916 0.11867	4,015 0.12167	4,114 0.12467	4,213 0.12767
CHS Newspaper	2,090 0.06333	2,156 0.06533	2,222 0.06733	2,288 0.06933	2,354 0.07133	2,420 0.07333	2,486 0.07533	2,552 0.07733
CHS Student Council	2,970 0.09000	3,036 0.09200	3,102 0.09400	3,168 0.09600	3,234 0.09800	3,300 0.10000	3,366 0.10200	3,432 0.10400
Sr. Class Advisor	374 0.01133	407 0.01233	440 0.01333	473 0.01433	506 0.01533	539 0.01633	572 0.01733	605 0.01833
Jr. Class Advisor	1,128 0.03417	1,194 0.03617	1,260 0.03817	1,326 0.04017	1,392 0.04217	1,458 0.04417	1,524 0.04617	1,590 0.04817
Fr./Soph. Class Advisor	165 0.00500	198 0.00600	231 0.00700	264 0.00800	297 0.00900	330 0.01000	363 0.01100	396 0.01200
MS Annual	451 0.01367	484 0.01467	517 0.01567	550 0.01667	583 0.01767	616 0.01867	649 0.01967	682 0.02067
MS Newspaper	286 0.00867	319 0.00967	352 0.01067	385 0.01167	418 0.01267	451 0.01367	484 0.01467	517 0.01567
MS Student Council	798 0.02417	831 0.02517	864 0.02617	897 0.02717	930 0.02817	963 0.02917	996 0.03017	1,029 0.03117
MS Variety Show	451 0.01367	484 0.01467	517 0.01567	550 0.01667	583 0.01767	616 0.01867	649 0.01967	682 0.02067
CHS AV Director	2,700 0.08183	2,832 0.08583	2,964 0.08983	3,096 0.09383	3,228 0.09783	3,360 0.10183	3,492 0.10583	3,624 0.10983

Activity	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
CHS Theater Technician	3,921 0.11883	4,086 0.12383	4,251 0.12883	4,416 0.13383	4,581 0.13883	4,746 0.14383	4,911 0.14883	5,076 0.15383
MS Athletic Director	2,585 0.07833	2,750 0.08333	2,915 0.08833	3,080 0.09333	3,245 0.09833	3,410 0.10333	3,575 0.10833	3,740 0.11333
Elem LRC Coordinator	660 0.02000	693 0.02100	726 0.02200	759 0.02300	792 0.02400	825 0.02500	858 0.02600	891 0.02700
Flag Instructor	1,809 0.05483	1,875 0.05683	1,941 0.05883	2,007 0.06083	2,073 0.06283	2,139 0.06483	2,205 0.06683	2,271 0.06883

Clubs \$200 - Additional stipend, if any, shall be at the sole discretion of the building principal. Factors to be considered shall include, but not limited to, the number of students in the club, the number of advisors, and the time spent outside of school hours.

CHS Department Head			\$1,500	(Plus \$100 extra for each person in the department)
CHS Department Head	3	Extra Days	\$610	
CHS Dir. Of Guidance	10	Extra Days	\$2,040	
CHS Spec. Ed. Work Coordinator	10	Extra Days	\$2,040	
MOC Coordinator	10	Extra Days	\$2,040	
Building Trades Instructors	3	Extra Days	\$610	
CHS Librarian	10	Extra Days	\$2,040	
MS Librarian	5	Extra Days	\$1,020	
Elementary LRC Director*	6	Maximum Days	\$1,225	
CHS Counselor	5	Extra Days	\$1,020	
MS Counselor	5	Extra Days	\$1,020	
Elementary Counselor	5	Extra Days	\$1,020	

\*Days to be decided upon with the Director of Curriculum and principal

Intramurals (beyond the regular student day)	\$13.50 per hour
Summer School and Evening High School	\$21.50 per hour
Curriculum Writing (beyond the regular work day or year)	\$21.50 per hour
District approved work completed beyond the regular work day or year	\$21.50 per hour

Student Teaching Supervision: Assignment for a quarter shall be for the amount received from the cooperating college up to \$45.00. If the amount received exceeds \$50.00, the Board shall retain only the last \$5.00. Assignments for a semester shall be for the amount received from the cooperating college less \$5.00.

**Base 27,475**

[illegible]